GroupWise Messenger 18

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Quick Start

GroupWise Messenger is a corporate, cross-platform instant messaging product. You can send instant messages, allow and block others from seeing your availability, create a corporate-level conversation archive, and more.

This *Quick Start* provides a high-level roadmap for installing GroupWise Messenger and performing some basic tasks. For complete system requirements and installation instructions, see the *GroupWise Messenger 18 Installation Guide*. For complete information about the features in the GroupWise Messenger client, see the , or click **Help** > **Help** in the client.

Installing Messenger

For complete instructions on installing a GroupWise Messenger server and clients, see the *GroupWise Messenger 18 Installation Guide*.

Messenger System Requirements

For information regarding system requirements for the Messenger server and clients, see "GroupWise Messenger Hardware and Software Requirements" in the *GroupWise Messenger 18 Installation Guide*.

Basic GroupWise Messenger Tasks

Sending an Instant Message

1. Double-click a contact, then follow Step 3.

   or

   If you want to send a message to someone who is not in your Contact List, click **Send a message**, then follow Step 2.

2. Click **Find User**, select **Use this User ID**, type the user ID of the person, then click **Finish**.-

   or

   Click **Find User**, select **Search for a user**, type all or part of the name you are looking for, then click **Next**. Select the user you want from the **Search Results** list, click **Add** if you want to add the user to your contact list, then click **Finish**.

   or

   Click **Find User**, click **Advanced**, click **begins with**, **contains**, or **equals** from the drop-down list next to a field, type the information you are looking for in the field, then click **Next**. Select the user you want from the **Search Results** list, click **Add** if you want to add the user to your contact list, then click **Finish**.

3. Type your message.

4. Click ↵ or press Enter.

Sending an Instant Message from the GroupWise Client

1. Click **File** > **New** > **Instant Message**.

2. Click the person you want to send an instant message to.

   or

   Click the **Find User** button to search for a person who is not in your Contact List.

3. Click **OK**.

4. Type the message, then click the arrow button or press Enter.

Using Emoticons in Your Message

1. In an open conversation, click 🙂, then click the image that conveys your feelings.

   or

   Type any of the following keystrokes to represent an emoticon:

Keystrokes	Emoticon	Meaning
:) or :-)	🙂	Smile
:(or :-(	☹	Frown
;) or ;-)	😉	Wink

Keystrokes	Emoticon	Meaning
:O or :-O		Surprised
:@ or :-@		Angry
:/ or :-/		Undecided
:D or :-D		Big Smile
:'(or :'-(		Crying
O:) or O:-)		Innocent
:[or :-[		Embarrassed
:X or :-X		Lips Are Sealed
:! or :-!		Foot in Mouth

When you use the keystrokes rather than selecting the image, the emoticon image appears when you press Enter to send your message. To remind yourself of the keystrokes when typing a message, click **Edit** > **Emoticons**.

If you do not want the keystrokes to be converted into images, click **Tools** > **Options**, then deselect **Use graphical emoticons**. This setting prevents the typed character sequences from being converted into images.

Adding a Contact

1 Click **Add a Contact**.

2 Type part or all of the name of the person you want to add, click **Next**, click the name in the **Search Results** list, then click **Add**.

   or

   Select **Use this User ID** and type the user ID of the person, then click **Add**.

   or

   Click **Advanced**, click **begins with**, **contains**, or **equals** from the drop-down list next to a field, type the information you are looking for in the field, then click **Next**. Select the user you want from the **Search Results** list, then click **Add**.

Holding a Group Conversation

You can hold instant messaging conversations with more than one user. Start a conversation with one user, then invite additional users to join.

1 Double-click a user in your Contact List.

2 Click the Expand arrow next to the user's name with whom you are having a conversation.

3 Click **Invite others**.

4 Click a user (or Ctrl+click multiple users) in your Contact List, then click **OK**.

You can also Ctrl+click multiple users in your Contact List and press Enter to begin a group conversation.

Each user who is invited to the conversation receives a prompt to join the conversation.

If you cannot see the list of participants in this conversation, click » to open the Control Panel.

After a user accepts the invitation to join the conversation, he or she can send messages to the other participants. A user cannot see any messages that were sent before he or she joined the conversation, or after he or she leaves the conversation.

Changing Your Status

1 Click the **status bar** (where your name appears under the menu bar).

2 Click the status you want other users to see next to your name in their Contact Lists.

   - Online
   - Busy
   - Away
   - Appear Offline

You can also right-click the Novell Messenger icon in the notification area (Windows and Linux only), click **Status**, then click a status.

Creating a Chat Room

You can create a chat room only if the administrator has granted you access to create chat rooms. The default access does not allow you to create a chat room.

1 Click **Tools** > **Chat Rooms**, then click **Create**.

2 (Optional) Select the owner of the chat room.

   By default, the owner is the user who is creating the chat room.

3 Type the chat room name.

4 (Optional) Type a description and welcome message for the chat room.

5 (Optional) Select the maximum number of participants.

The default number of participants is 50 and 500 is the maximum number for any chat room.

6 (Optional) Select if you want to archive the chat room.

7 (Optional) Select if you want the chat room to be searchable.

8 (Optional) Click the **Access** tab, then select the access rights for all users or a particular user.

9 Click **OK** to create the chat room.

Sending a Broadcast Message to Selected Users

1 Right-click a contact and click **Send Broadcast**, then continue with Step 3.

or

If you want to send a broadcast to someone who is not in your Contact List, click **Send a broadcast**, then continue with Step 2.

2 Click **Find User**, select **Use this User ID**, type the user ID of the person, then click **Add**.

or

Click **Find User**, select **Search for a user**, type all or part of the name you are looking for, then click **Next**. Select the user you want from the **Search Results** list, click **Add to my Contact List** if desired, then click **Finish**.

or

Click **Find User**, click **Advanced**, click **begins with**, **contains**, or **equals** from the drop-down list next to a field, type the information you are looking for in the field, then click Next. Select the user you want from the **Search Results** list, click **Add to my Contact List** if desired, then click **Finish**.

3 Type your broadcast message.

4 Click or press Enter.

Viewing Your Personal History

1 From a conversation window, chat room window, or a broadcast window, click **Actions** > **Show History**.

Documentation Resources

The GroupWise Messenger documentation is available on the Messenger 3.0 documentation web site (http://www.novell.com/documentation/novell_messenger30/index.html).

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